

Audit & Risk Committee – for assurance

Meeting agenda title: Annual Report and Financial Statements
2021/22 Timetable

Meeting date: 10 January 2022

Time required: 10 mins

Presenter: Louise Byers

Approved by: Paul Arnold

1. Objective and recommendation

- 1.1. To provide the Audit Committee with the high level timetable for production of the ICO's 2021/22 Annual Report and Financial Statements.
- 1.2. The Executive Team have considered the options for the Annual Report and have agreed to structure the report around the Corporate Narrative, as in 2020/21. This will include the themes of supporting the public; enabling innovation and economic growth; raising global data protection standards; taking regulatory action; supporting the public sector; and delivering the ICO service experience. As with last year, the Communications Team will take the lead on drafting the performance narrative, Corporate Governance will lead on the remainder of Part A and Part B, and Finance will lead of the Financial Statements (Part C). Corporate Governance will have overall responsibility for ensuring that the report is delivered.

2. Developing a common understanding

- 2.1. Under the DPA 2018, the ICO is required to produce an annual report and accounts, which must be presented to Parliament before 31 August each year. Factoring in Parliament's annual summer recess, this means that the report must be laid by mid-July.

3. Matters to consider to achieve objective

- 3.1. The overall target is to provide Management Board with an advanced draft of the annual report for approval at its meeting on 16 May 2022. This will allow Deloitte to be provided with this draft

during its audit of the financial statements, which will expedite the audit sign-off process. There will be some outstanding information at this point (particularly pensions information from MyCSP). The final version of the report will be submitted to Audit Committee on 20 June 2022, for the Committee to recommend that the Commissioner sign the report. The current target laying date is 13 July 2022.

- 3.2. A high-level timetable for production of the report, in line with the timeline above, is set out at Annex 1. This is an extract of a more detailed timetable which will include all work required to complete the report, the owners and other contributors.

Author: Caroline Robinson

Consultees: Chris Braithwaite, Louise Byers, Angela Donaldson

List of Annexes: High level annual report production

Publication decision: The paper can be published internally and externally

Outcome reached: